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THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.
REGD. H.O: 64, G.T. ROAD, BURDWAN – 713 101 (WEST BENGAL)

Head Office

Ref. No.: Con.- 969 / 2011-12.

Date: 2-Nov-11.

Quotation Notice for Diaries – 2012

Sealed quotations are invited from reputable and resourceful firms for supply of Diaries – 2012 as detailed out below for the bank: -

Specifications

Sl. No.	Quantity	Details
1.	1300 (one thousand three hundred)	1/8 th size Diaries of good quality.
2.	200 (two hundred)	1/8 th size Double Crown Executive Diary (one date one page)
3.	50 (fifty)	Super Executive Diary (One date one page)
4.	900 (nine hundred)	Gupta's Pocket Diaries with Branch List and Telephone Index etc.

Rates are to be quoted for each category taking into consideration charges such as Sales Tax/Delivery at Head Office Record Section, and the cost of printing / embossing of bank's name/emblem and address with the words "With Best Compliments of" together with brief history of the bank printed in 2/3rd pages in the front pages of the diaries and the rates quoted should include the same also.

Envelopes superscribed "Quotation for 2011 Diaries" addressed to the Chief Executive Officer, The Burdwan Central Co-operative Bank Ltd., 64, G.T. Road, Burdwan, PIN. – 713 101 are to reach the undersigned **by 2-00 p.m. of 18th day of November, 2011** with sample of diary and sealed quotations are to be deposited with the Record Section (H.O.) on the working days. Selection of diary will be made on the basis of quality vis-à-vis cost of each category.

Quotations will be opened on the **18th day of November, 2011 at 3-00 P.M.** in presence of the quotationers or their authorized representatives who intend to remain present along with sample of diaries. The last date of supply will be **15th day of December, 2011.**

The bank may require at its discretion the selected firm to deposit earnest money @ 2% of the total value of work-order before taking up the work. The earnest money deposit will not carry any interest and will be refunded after satisfactory completion of the work.

Quotations received after the last date and the time specified will not be considered at all and no advance payment will be allowed for any reason whatsoever. Payment after satisfactory supply will be made by A/c. Payee Cheque/Draft/Pay-order only.

The undersigned reserves the right to accept or reject any or all the quotations and also to increase/decrease/split the order without assigning any reason therefor.

Burdwan, dated November 2, 2011.

Chief Executive Officer